



OFFICE OF THE STATE AUDITOR

AUDIT PLANNING ANALYST BOSTON OFFICE

Posting Number 2018-59

SALARY RANGE (Grade13) CSA497: \$57,011.68 - \$85,517.52 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Works with multiple audit teams concurrently throughout the audit process from planning through report writing to evaluate the efficiency and effectiveness of state functions and develop sound policy recommendations and strong communication of audit results and recommendations. Engages in projects that develop data analysis and solutions needed to enhance the development of OSA audit topics and assist with data analysis during the audit process. The basic purpose of this work includes statistical examination of survey data from enterprise wide databases, local, and national data on public policy issues.

SUPERVISION RECEIVED:

Works under the direction of the Director of Audit Planning and Review.

SUPERVISION EXERCISED:

May exercise functional supervision of other employees as needed.

DUTIES AND RESPONSIBILITIES:

- Participates in the development and updating of the annual audit plan;
- Works with audit planning staff on assigned audits to assist in developing audit scopes and objectives;
- Works with assigned audit teams during planning phase to assist in developing audit objectives and methodologies, assists in identifying and conducting necessary research and analysis, works with Director of Audit Planning and Review and Director of Policy to identify broader policy considerations that should be pursued in conjunction with the audit;
- Understand the data structure and metadata available in OSA technical environments.
- Employ statistical and machine learning tools to undertake complex analysis.
- Develop SQL queries to extract, manipulate, and calculate information.
- Directs / instructs team members in analysis of given data and draw correct inferences, in keeping the objectives of the analysis in mind.
- Collaborate with the Data Analytics unit on creating and executing analyses.
- Write reports (including ad-hoc) requested by the Auditor, Deputies, and Directors etc.
- At management direction work with agency stakeholders on content clarity and meeting technical requirements.
- Fosters regular communication with the audit team throughout the field work stage, particularly as audit results are being developed, assists with research and analysis throughout the field work stage as needed;
- Meets with the audit team as findings are developed, assists in developing recommendations, conducts additional research as necessary to ensure that recommendations are sound and achievable.
- Analyzes audit results with the goal of identifying public policy implications of audit findings and recommendations;



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- Researches operational policy trends related to audit subject;
- Conducts research to identify "best practices" in public policy with the goal of recommending changes as a part of audit findings to improve government agencies / systems;
- Assists in drafting audit reports, identifying the audience(s) for the report, ensuring the report is clear and the tone is balanced and appropriate;
- In conjunction with the Director of Audit Planning and Review, Director of Policy, Director of Communications, Press Secretary and others, identifies and assists in developing collateral materials to complement the audit report and strengthen communication of audit results and recommendations to multiple audiences;
- Through networking and outreach, develop and maintain relationships with stakeholders and subject matter experts.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree or higher;
- At least five (5) year's experience in government, research or analysis; communications or related field;
- Demonstrated ability to communicate effectively, both orally and in writing;
- Ability to research and gather relevant information from trusted and accurate sources to prepare internal analysis and final reports for public release;
- Ability to take complex and technical material and present it in an understandable and relevant manner to a larger audience.
- Ability to think critically and work both independently and as part of a team; and
- Proficiency in Microsoft Office applications.
- Experience using SQL and demonstrated ability in data analysis and visualization tools (Information Builders, Cognos, ArcGIS, Tableau).
- Ability to work with large datasets.
- Knowledge of data analysis techniques.

A Master's degree in public policy, public administration, strategic communications or a related field may be substituted for up to three years of the experience requirement.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Master's degree or higher in public policy, public administration, strategic communications or a related field;
- Experience in public policy analysis;



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- Demonstrated ability to identify and develop opportunities to reform government operations;
- Working knowledge of Massachusetts General Laws, state budgeting and state government structure;
- Knowledge of and experience with research methodologies.
- Ability to use analytical techniques such as critical and conceptual thinking to objectively analyze situations.
- Experience in data mining.
- Experience using data in a public policy context.

Salary is commensurate with experience.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **December 26, 2018** via the MassCareers website: [Click Here](#)

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